

STANDING ORDER S
OF THE
WESTMINSTER-HOSPITAL,
OR
PUBLIC INFIRMARY,
IN
James-Street, WESTMINSTER.

WITH THE
ORDERS and REGULATIONS

CONFIRMED

At a Quarterly General Board, held on FRIDAY the Fourth Day
of MAY, 1759, *For the more Effectual and Ready Government of*
the said HOSPITAL.

Published by Order of the Quarterly General Board.



L O N D O N:

Printed by SAMUEL RICHARDSON.

M. DCC. LIX.



T H E
C O N T E N T S.

	Page
<i>Standing Orders</i> - - - -	3
<i>Committees to be annually appointed, &c.</i>	11
<i>Weekly Visitors, ditto</i> - - -	12
<i>A Chairman of the Weekly Boards, ditto</i> -	13
<i>Physicians and Surgeons</i> - - -	ibid.
<i>Chaplain</i> - - - - -	14
<i>Secretary</i> - - - - -	ibid.
<i>Receiver</i> - - - - -	15
<i>The Duty of the Master</i> - - -	ibid.
<i>Apothecary</i> - - - -	20
<i>Matron</i> - - - -	22
<i>House-Pupils</i> - - - -	24
<i>Nurses, &c.</i> - - - -	25
<i>Porter</i> - - - -	27
<i>Messenger</i> - - - -	29
<i>Labourer</i> - - - -	ibid.
<i>Orders relating to the Patients</i> - - -	ibid.
<i>Orders for the Incurables</i> - - -	32
<i>Rules and Directions for the Weekly Visitors</i>	34



STANDING ORDERS

OF THE

Westminster Hospital, *or* Publick Infirmary,
in James-Street, Westminster.

I.



L L Persons who were Subscribers before the 20th Day of *December* 1754. having paid their Second Year's Subscription; and all Persons who, from and after that Time, shall subscribe Three Guineas or more *per Annum*; are Trustees of this Charity: But any Trustee or Subscriber neglecting to pay his Subscription for the Space of Two Years, is no longer deemed

Who are Trustees.

B

a Trustee

a Trustee or Subscriber, or to have any Vote or Privilege till his Arrears are paid.

II.

Every Person giving a Benefaction of Thirty Pounds, or upwards, immediately thereupon becomes a Trustee.

III.

Every Person who, by Will, bequeaths a Legacy of Fifty Pounds, or upwards, may nominate another Person, who, immediately after Payment of the said Legacy, is deemed a Trustee.

IV.

The Number of Patients allowed to each Trustee, and Subscriber, &c.

Each Trustee may have One In-patient and One Out-patient at a Time; and every Person who from and after the 20th of *December 1754.* is or shall become a Subscriber of Two Guineas *per Annum*, may have Two In-patients, and Four Out-patients in a Year; and every Person, who from the same Time is, or shall become a Subscriber of One Guinea *per Annum*, may have One In-patient, and Two Out-patients in a Year; but the Treasurer, Physicians, and Surgeons, may have each Two In-patients and Two Out-patients at a Time, or Four Out-patients.

V.

Tradesmen to the Charity not to act as Trustees.

No Person is to act as a Trustee, during the Time that he, or any other Person for his Account or Benefit, is employed as a Tradesman, or appointed to work for, or supply the Charity with Provisions of any kind, or other Commodity, nor for the Space of Six Months after his having been so employed.

VI.

No Venereal Patients allowed.

No Person having the Venereal Disease is to be admitted as a Patient: And if any one having the said Disease, and not discovering the same, shall obtain Admission under Pretence of some other Distemper; such Person, upon Discovery afterwards made thereof, is to be immediately discharged.

VII. Four

VII.

Four Quarterly General Boards are held every Year; and the Weekly Board, on the *Wednesday* after each Quarter-Day, is to appoint such Quarterly Board, within Forty Days after each Quarter-Day, and nominate a Committee of Three, Five, or more Trustees, to prepare the Business to be laid before such Quarterly Board; which Committee are not to propose any other Business to the Consideration of the Quarterly Board, but what has been previously resolved at some Weekly Board in the preceding Quarter: And no Business whatever is to be brought before any Quarterly General Board, but what is contained in the Minutes of the said Committee.

For holding
Four Quarterly
Boards, and
Committee, to
prepare Busi-
ness.

VIII.

The Weekly Board may, as often as they see Occasion, appoint Special General Boards to be held (during the Intervals between the Quarterly General Boards); and may call a Special General Board when required by any Seven Trustees; giving Notice in the Summons of the Occasion of calling such Special Board.

Weekly Board
to call Special
General Boards.

IX.

If a Ballot is demanded by Three or more Trustees at any Quarterly or Special General Board, the Chairman is to appoint a Special General Board for taking the same, at any time after Fourteen Days, and not exceeding Twenty-one Days, from the Demand of such Ballot; which is to begin at Eleven o'Clock in the Forenoon, and be closed at Two in the Afternoon: And Notice of such Ballot, and the Question on which the same was demanded, is to be given to the Trustees in the Summons, and be advertised in some of the publick Papers.

Ballots to be
taken, if de-
manded.

X.

All General Boards are to consist of at least Thirteen Trustees.

General Boards
to consist of 13
Trustees.

XI.

No Standing Order of this Society is to be repealed, or altered, or any new one be in Force, without the Approbation of Two General Boards.

Standing Order
to be approved
by Two Genera
Boards.

XII.

For choosing
the Treasurer.

The Treasurer is to be chosen annually at the First General Board after the General Audit, and be proposed to the Weekly Board Three Weeks previous to his Election.

XIII.

Accounts to be
audited.

The Accounts of this Society are to be annually closed upon the 31st of *December*; and be audited, as soon after as conveniently may be, by a Committee of Trustees to be appointed by the Weekly Board for that Purpose; and Abstracts of the said Accounts are to be printed.

XIV.

Bonds and
other Securities
how to be kept.

All Bonds, or other Securities, for Money belonging to the Society, are to be kept in the Iron Chest, under Three different Keys; whereof the Vice-President and Treasurer, for the Time being, and a Third Person to be nominated by a General Board, are to have each of them One; and the Vice-President, and such Third Person, are to deliver the said Securities, when the Weekly Board thinks proper, to the Treasurer, to receive the Interest thereof, or to sell the same, as may be found necessary for the Benefit of this Charity.

XV.

Physicians, &c.
how to be cho-
sen.

The Physicians, Surgeons, Apothecary, Clerk, and Matron, are to be appointed by the General Board; and no Addition is to be made to the Salary of the Apothecary, Clerk, or Matron; or any Gratuity to be given them, without the Consent of a General Board; and the inferior Servants of the House, and Tradesmen to be employed, are to be appointed by the Weekly Board: And any Gentleman may be Candidate for Physician, who has been educated, and taken his Degrees in Physick, in any University, or is a Fellow or Member of a College of Physicians, in *Great Britain* or *Ireland*. And a General Board (not a Weekly Board) is to appoint the Day for Election of a Treasurer, Physician, Surgeon, Apothecary, Clerk, or Matron; and the first Weekly Board is to appoint a Special General Board, to declare such Vacancy by Death or Resignation; and, in the mean time, the Weekly Board is impowered, in case of Necessity, to employ such Person or Persons to officiate as
Treasurer,

Treasurer, Physicians, Surgeons, Apothecary, Clerk, or Matron, as Occasion requires, till a proper Person is chosen by a General Board.

XVI.

When any extraordinary Operation in Surgery is to be performed, all Surgeons, who are Trustees, have Liberty to attend.

Surgeons to attend extraordinary Operations.

XVII.

Pursuant to the Will of a considerable Benefactor to this Charity, none but Protestants are at any time hereafter to be admitted into any Service or Employ in or about this Infirmary.

None but Protestants to be Servants.

XVIII.

A Weekly Board (consisting of as many Trustees, as please to attend) is to meet at the Infirmary every *Wednesday*; and has Power, from time to time, to make such Rules, and give such Instructions and Orders, as they find necessary for the immediate Direction of the several Officers, Servants, and Others, employed in this Charity; and for admitting or dismissing of Patients; and regulating every thing relating to the good Management of the House: But no new Order of the Weekly Board is to be of Force (if objected to by any Two Trustees present), till it be approved of by the Majority at the next Weekly Board.

Powers given to the Weekly Board.

XIX.

Two Trustees are to be nominated every *Wednesday*, by the Weekly Board, to be Visitors for the ensuing Week, who are to attend daily, and inquire into the Behaviour of the Officers, Servants, and Patients, the Quantity and Quality of the Provisions, and every thing relating to the Oeconomy of the House; and the said Visitors have Power to suspend any Servant for Misbehaviour, and reject such Provisions as they shall find deficient or improper, and provide other in their room, till they have made their Report to the next Weekly Board.

Daily Visitors.

XX.

All Questions
decided by Ma-
jority of Votes.

All Questions at every Board and Committee, are to be decided by the Votes of the Majority of the Trustees present, and of the Proxies for the Ladies who are Trustees, such Proxy being given in Writing to some Person who is a Trustee, and being entered in a Book to be kept for that Purpose by the Secretary; and the Minutes of each Board and Committee are to be signed by the respective Chairmen.

XXI.

Subscriptions
payable in Ad-
vance.

Letters to be
sent to the Sub-
scribers in Ar-
rears.

It having been resolved that all Subscriptions to this Hospital are payable in Advance, upon the respective Quarter Days for the Year then to come; Letters, signed by the Chairman of every Quarterly General Board, are to be sent to each Subscriber whose Subscription shall then appear to have been Three Months due, according to the foregoing Resolution, to remind him of such Arrear, and to request the Payment of it.

THE UNIVERSITY OF CHICAGO
LIBRARY

1911

1911

THE UNIVERSITY OF CHICAGO

LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

At a Quarterly General Board, held on *Friday* the
Fourth Day of *May*, 1759,

P R E S E N T

The Right Honourable

HENRY EARL OF *LINCOLN*,

P R E S I D E N T, and Others.

It was *Resolved* and *Ordered*,

THAT the proposed REGULATIONS and ORDERS,
for the more Effectual and Ready Government of this
HOSPITAL, this Day Reported, be Read : And they
were Read, and Confirmed.

Resolved and *Ordered*,

That a competent Number of Copies thereof be printed.

Resolved,

That a *Master* be appointed to *superintend the Affairs of the House*, at the yearly Salary of Twenty-five Pounds : And that such Master shall be *Thirty Years* of Age at the least, and unmarried.



ORDERS

For the more Effectual and Ready

GOVERNMENT

OF THE

Westminster Hospital.

THAT at the *Christmas* Quarterly General Board now Committees
 next ensuing, and at the same Board in all succeeding be nominate
 Years, the following Committees be appointed for the and appoint
 Service of this Hospital for each Year: and that such Com- Annually.
 mittees, and the Trustees who may compose the same, be
 nominated at a Weekly Board Three Weeks previous to their
 Appointment.

That the President, Vice-President, and Treasurer (for the Committee t
 Time being), and Eleven Trustees to be hereafter nominated prepare Busi
 and appointed as aforesaid, be a Committee *To prepare Business* nefs.
for all Quarterly General Boards; and that they meet at such
 Time and Place as the President, Vice-President, or Treasurer
 shall appoint for that Purpose.

That the Treasurer, the Physicians, and Surgeons of this Committee t
 Hospital, for the Time being, and Eleven Trustees to be no- enquire into
 minated and appointed as aforesaid, be a Committee *To in-* State of the
 quire tients.

quire into the State of the Patients who have been in the Hospital Two Months and upwards; and that they meet the First Saturday in every Month, at Twelve o'Clock at Noon, at the Hospital; and make their Report to the next Weekly Board.

Committee to
inspect Drugs
and Medicines.

That such of the Trustees as are Surgeons or Apothecaries, or are conversant in the Knowledge of Drugs, be nominated and appointed, as aforesaid, a Committee *To inspect the Drugs, Medicines, and other Ingredients, made use of in the Dispensatory, and see that the Price be reasonable;* which Committee are to meet on the Third Saturday after every Quarter-Day, at Twelve o'Clock at Noon, and at any other Times, when they, or any Three of them, shall judge expedient.

Committee for
Tradesmens
Bills.

That Eleven Trustees be nominated and appointed, as aforesaid, *To examine, audit, and sign, the Tradesmens Bills;* and that they, or any Three of them, do meet at some convenient Time within Three Weeks after every Quarter-Day, for that Purpose.

Committee for
Repairs, &c.

That the Treasurer (for the Time being) and Eleven Trustees, be nominated and appointed, as aforesaid, a Committee *For inquiring what Repairs, Furniture, Linen, or Coals, are wanting;* and that they, or any Three of them, do make their Report to the Weekly Board, from time to time, as to the said Committee shall appear necessary.

Committee for
Treasurer's Ac-
counts.

That the President and Vice-President, for the Time being, and Eleven Trustees, to be nominated and appointed as aforesaid, be a Committee, *And that they, or any Five of them, do audit the Treasurer's annual Accounts of this Charity.*

Weekly Visi-
rs.

That a competent Number of Trustees be nominated and appointed by the Weekly Board, from time to time, *To visit and inspect the Hospital in Weekly Rotation, and inquire into the Behaviour of the Officers, Servants, and Patients, the Quantity and Quality of the Provisions, and every thing relating to the Oeconomy and Management of the House;* who shall have Liberty of suspending any Servant for Misbehaviour, and of rejecting such Provisions as they shall find deficient or improper, and

and of providing other in their Room, until they have made their Report to the next Weekly Board.

That the President, Vice-President, or Treasurer, for the Time being, be the Chairman of the Weekly Boards; and, in their Absence, that the Members present do appoint a Chairman for the Day.

Chairman of
Weekly Board

Physicians and Surgeons.

I.

THE Physicians and Surgeons, One of each of them, are to attend, in their Turns, every *Wednesday*, at Eleven o'Clock, to examine those who shall be then recommended as Patients, to certify their Opinions of their Cases to the Board of Trustees, and prescribe for such as shall be admitted.

Physician and
Surgeon to
attend every
Wednesday.

II.

The Physician so attending is to sign the Letters of the Patients examined, and make his Report of particular Cases personally to the Weekly Board.

To sign Letters
of Recommendation
examined.

III.

All the Physicians and Surgeons are to meet at the Hospital every *Tuesday* and *Thursday*, at Twelve at Noon, and every *Saturday* at Twelve of the Clock, to visit their In-patients, and consult upon difficult Cases; and on every at to prescribe for their Out-patients then on the Books, and minute down all such Patients as are proper to be discharged the *Wednesday* following.

Stated Time
their Meeting

IV.

The Physicians and Surgeons are to be as punctual as may be in their Attendance at the stated Times, that they may, by the Servants and Patients, be decently and properly attended, and the Oeconomy of the House no-ways interrupted.

V.

o have the In-
re Care of their
pective Pa-
nts.

All Patients, during their Continuance, shall be under the Care of the Physician or Surgeon (and in mixed Cases of both) whose Turn it was to attend when they were admitted.

VI.

ing absent or
disposed, who
ay attend for
em.

Each Physician and Surgeon, whose Business or Indisposition shall oblige him to be absent, shall engage some other Physician or Surgeon of the Hospital to attend for him.

VII.

pils.

The Surgeons shall admit no Pupil for less Time than Twelve Months.

VIII.

onsultation on
ital Opera-
is to be al-
ys first held.

No capital Operation in Surgery shall be performed without a previous general Consultation (unless *inevitably expedient*).

Chaplain.

HE is to attend and read Prayers to the In-Patients every Day, to administer the Sacrament occasionally whenever desired, and to give such spiritual Instruction and Advice as may be expedient for them, and agreeable to his Function.

Secretary.

I.

etary to at-
all Boards
Commit-

THE Secretary shall attend at all General Boards, Weekly Boards, and Committees, punctually at the Time appointed.

II. He

II.

He is to take the Minutes, and register the Proceedings, To register Proceedings, &c. of the Trustees and Committees; to keep the Accounts with Clearness and Method; and to transact all such Business as is usually done by Secretaries at other Hospitals.

Receiver.

I.

THE Receiver, when chosen, shall give Security, himself in the Sum of 100 £. and Two good Securities in the Sum of 50 £. each, for the faithful Discharge of his Duty. To give Security.

II.

He shall attend the Direction of the General and Weekly Boards, and be always ready to account to the Treasurer, whenever thereto required. To attend the Boards.

III.

He is to wait on every Trustee and Subscriber, within Three Months after their Subscriptions respectively become payable, and make a proper Application for the same. To wait on Trustees and Subscribers.

The Duty of the Master.

I.

THE Master shall have principally the Charge and Care of the Hospital, and the Patients therein; and the Inferior Servants and Patients are on all Occasions to pay a proper Submission and Obedience to his Orders. Master to have the care of Patients, Servants, &c.

II. The

II.

Daily publick
Prayers.

The Master shall admonish and order, daily, that such Patients as are able, and those Servants whose Duty will permit them, do duly and *decently* attend the Service of Prayers; and that he constantly enforce this Order by *Example*.

III.

And private,
when ask'd.

The Master shall take special Care that Prayers be read, and the Sacrament administred, to the Sick Patients in their Beds, when desired.

IV.

An Inventory
of Goods, &c.

The Master shall keep an exact Inventory of the Goods, Furniture, and Clothes belonging to the Hospital; and be ready to account for the same at all Times, when required.

V.

To establish
Peace and Quiet
in the House.

In order that Peace and Quietness, so essential to the Well-being of the Patient, may be duly kept, the Master is at all times to be ready, and by seasonable and tender Admonitions endeavour to quell any little Feud or Disturbance that may happen amongst the Servants or Patients; and if such Admonition shall be fruitless, he is to report all such Offenders to the Weekly Visitors, or to the next Board of Trustees, that they may be properly dealt with.

VI.

To report Merit
or Misbehaviour.

He shall keep a constant and equal Eye upon all the Servants, and take all the Care he can, that they do their Duty with Sobriety and Decency, and with due and equal Tenderness to every Patient; and never fail to report to the Weekly Visitors of the Board of Trustees all such of them as either misbehave, or merit Encouragement.

VII.

To regulate Dis-
proportion of
Duty of Inferior
Servants.

The Master shall have Authority, upon any Disproportion of Duty in the Inferior Servants, to regulate the same, until the Board shall otherwise order.

VIII. The

VIII.

The Master or Matron may employ any able Patient (with the Approbation of the Physician or Surgeon) in any necessary Employ in the Hospital; so as the same be not inconsistent with the established Orders.

To employ able Patients.

IX.

The Master shall visit all the Wards and Offices every Morning and Evening, the Matron to attend him through the Womens Wards, and see that the Patients are orderly, and the Servants do their Duty carefully; and, upon any Neglect or Non-obedience, to report the same to the Weekly Visitors, or the next Weekly Board.

To visit the Wards twice daily.

X.

He shall take care that no more *Fires* be kept than absolutely necessary, and that those be extinguished in due time; and that neither Nurse or Patient do *smoke Tobacco* in the Wards.

Fires and smoking Tobacco.

XI.

He shall not receive any Person into the Hospital as a Patient, on any Account, but by Order of the Board of Trustees, except in Cases of immediate and *emergent* Accidents.

No Patients to be received but by Order of Board (Accidents excepted).

XII.

In all such Cases of Accident he shall immediately attend the Patient brought in, to see all possible Care taken of such Patient, and to make a proper Inquiry into his Condition and Circumstances.

Immediate Care of Accidents.

XIII.

He shall take care that no Repairs or Work be begun, or Goods of any sort be sent into this Hospital, without proper Orders *first* had; and that such Work done, or Goods sent in, be in all respects, to the best of his Knowledge, conformable thereto; and when any Workmen are employed about the House, he shall superintend them and see they do their Duty.

Repairs and Goods.

XIV. He

XIV.

Provisions and
Goods sent in.

He shall keep, in a Ledger, an exact and methodical Account of the Provisions and Goods sent in every Day, and the Prices thereof; and produce the same, when required.

XV.

Tradesmens
Bills, &c.

He shall order all the Bills in at the proper stated Times, and attend the Delivery of, and carefully inspect, all Provisions and Necessaries sent in; and see that they are, according to the best of his Judgment, in Quantity and Quality, just and good, and agree with the Bills of Parcels, which Bills he is to file.

XVI.

He shall keep a Diet Book, by which the Number of Patients daily on each Diet may be known; and attend the Proportioning and Delivery of the Diet at every Meal, to see that it is according to the established Table of Diet, which has been printed, and is hung up in this Hospital; and that no Waste or Embezzlement be made therein; and that the Diets, not consumed by the sick or absent Patient, be returned; and shall take care, that no Stranger be suffered to remain in the Hospital, at the Time of Meals; and that the Doors of the Hospital be then lock'd.

XVII.

Patients may
deposit their
Money or Ef-
fects with the
Master, &c.

The Master, upon the Admission of every Patient, to prevent any Loss, if they are desirous of depositing any Money, Clothes, or other Things in his Hands, is to keep a careful Account thereof, in a Book to be kept for that Purpose; and shall return all Things, so deposited, on the Discharge (or, in case of Death, to the Representative) of such Patient, and enter into the said Book the Names and Places of Abode of the Friends of every Patient admitted into the said Hospital.

XVIII.

Burials.

Upon the Death of any In-Patient, the Master is to send after the Friends of the Deceased, if known. He is to take
care

care that the Corpse be in due time decently laid out, and a Coffin and Shroud provided (if the Patient is really friendless) and the Deceased buried at the Expence of the Charity.

XIX.

He shall not give Information (upon any Pretence) of any Vacancy for a Patient, without a written Note from the Trustee or Subscriber desiring such Information; and then no farther than respects the *single Right* of such Trustee or Subscriber.

Vacancy of Patients.

XX.

The Master shall receive, from the Patients themselves (without Partiality or Distinction) their Letters of Recommendation, to examine whether such Letters be *properly filled up and signed*, and deliver them to the Secretary.

To receive Letters of Recommendation, and examine them.

XXI.

He shall not receive (from any Hand) any Letter of Recommendation after the *appointed* Hour, without a *previous Direction* from the Board of Trustees then sitting.

No Letters to be received after appointed Hour.

XXII.

He shall take care the Board-Room be at all Times ready for the Reception of the Boards of Trustees and Committees; and that no Books, Papers, or other Things, left there, be mislaid or lost.

Board-Room, and Papers left there, to be under his Care.

XXIII.

He must be ready, at all Times, to attend the Boards and Committees, when required, and obey their Orders.

To attend all Boards and Committees.

XXIV.

If any Trustee, Subscriber, or Benefactor, shall at any time pay him any Subscription or Benefaction, he must not fail to pay the same to the Treasurer or Receiver upon the next Board-Day.

To account to Treasurer or Receiver for Benefactions or Subscriptions next Board-Day.

Apothecary.

I.

Apothecary to
give Security,

THE Apothecary, when chosen, shall give Security, himself in the Sum of One hundred Pounds, with Two good Securities in the Sum of Fifty Pounds each, for the faithful Discharge of his Duty, in duly accounting for such Goods and Money as shall be committed to his Care.

II.

Not to practise
out of the
House,

The Apothecary shall not practise out of the House, or attend any other Business than that of the Hospital.

III.

To prepare Me-
dicines, &c.

The Apothecary shall duly and faithfully prepare the Medicines ordered by the Physicians and Surgeons, and take all possible Care that such Medicines be duly administered, or, if not taken, returned, with all Phials and Gallipots.

IV.

Written Direc-
tions to be given
with all Medi-
cines, &c.

The Apothecary shall deliver no Medicines, either to In or Out-Patients, without *clear* and *proper* written Directions; nor dispose of any to any Person or Persons whatsoever, unless they are Patients of the Hospital, and for their own *particular* Use; nor more to the Out-Patients at a Time, than necessary to serve them until the next *stated* Time of Attendance.

V.

To visit the
Wards daily.

He shall once every Day visit each Ward, and respectively inquire into the Condition of each Patient, whether the Medicines ordered have been duly taken, and with what Effect; and report the same, if requisite, to the Physician or Surgeon.

VI.

To be ready to
attend at stated
Times, &c.

The Apothecary shall be always ready in the Hospital, at the stated Times of Attendance of the Physicians or Surgeons; and at other Times he shall not be absent from the Hospital, with-
out

out leaving Word with the Master, where he may certainly and soon be found; and the Apothecary and House Pupils, shall not be absent at the same Time. The Apothecary is to be at the Hospital every Evening by Ten of the Clock at the farthest; and shall not lie out without an Order of the Treasurer or Weekly Board.

VII.

On the First *Wednesday* after every Quarter-Day the Apothecary shall lay before the Weekly Board an Account of what ^{Account of} Drugs are wanting. ^{Drugs wanting.}

VIII.

The Apothecary shall account, from time to time, to the Weekly Board, for the *Spirits* and *Lard* used in the Dispensary, ^{Spirits and} distinguishing to what Uses they were put. ^{Lard.}

IX.

The Apothecary shall properly and timely summon every Member of the Committee appointed to meet and inspect the ^{To summon} Drugs, when sent in, before any Part of them be used; and ^{Committee to} no Drugs or Medicines shall be received into the Store-Room, or used by the Apothecary, till they have, with the proper Vouchers, been inspected and approved by such ^{inspect Drugs.} Committee.

X.

He shall put up every *Wednesday*, in the Board-Room, and in the Physicians Room, a List of such Patients as have been in the Hospital Two Months, in order that the Board, or the proper Committee, may inquire into the Circumstances of their several Disorders. ^{A List of Pa-} ^{tients to be af-} ^{fixed in the} ^{Board-Room.}

XI.

In case any Patient shall fall ill of the *Small-Pox*, the Apothecary is immediately to acquaint the Master and Matron there-with, and the Matron is to provide a proper Nurse for such Patient out of the Hospital. ^{Small-Pox.}

XII.

Venereal Dis-
temper, or im-
proper Cases.

He shall make diligent and impartial Inquiry, and see that no Person having the *Venereal Disease*, or the *Itch*, or any infectious or improper Disorder, conceal him or herself in this Hospital; and report to the Weekly Board; which is to discharge all such Persons without Cure.

XIII.

Accidents.

He is to attend and assist in the immediate Care of all proper Objects brought in with Accidents; and to lay an Account of all such Accidents before every Weekly Board.

XIV.

Bed-Bills.

He shall fix a Ticket over each Patient's Bed, denoting the Name of the Patient, with the Name of the Physician or Surgeon, or both, occasionally; the Time of Admission, and the Diet, of every such Patient; and give an Account thereof, from time to time, to the Master and Matron.

XV.

Medicines to be
dispensed by the
Apothecary
only.

He is to suffer no Patient, Servant, or other Person, to interfere in dispensing the Medicines, or to be in the Shop (his Labourer excepted): And in his Absence the Doors of the Shop and Store-Room are to be kept locked.

XVI.

To account for
Subscriptions
received, or Be-
nefactions, at
every Board.

If any Trustee, Subscriber, or Benefactor, shall at any time pay him any Subscription or Benefaction, he must not fail to pay the same to the Treasurer or Receiver upon the next Board Day.

The Matron.

I.

Matron to take
care the Pa-
tients have their
Diet properly.

THE Matron, with the Master, is to take care that the Patients have their proper Diets punctually at the stated Times, and according to the Directions of the Physicians and Surgeons.

Surgeons, and that no Waste or Embezzlement be made therein; and that the Diets not consumed by the sick or absent Patients be returned.

II.

She is to be ready to attend the Weekly Visitors at their certain Visitations, and at other times, if required.

To attend
Visitors,

III.

She is to go into the Wards and Offices every Day, and inspect the Beds, Linen, and Furniture, and see they are kept clean and in Order.

To visit the
Wards and
Offices every
Day.

IV.

She with the Master shall take all possible care that the Servants in general, and that the Nurses in particular, and likewise the Patients, observe their Duty with Obedience and Decency; and, in case of Misbehaviour in any Respect, that she do forthwith inform the Visitor thereof, or the Trustees at their next Weekly Board.

To take care
Nurses and Ser-
vants do their
Duty.

V.

She shall not receive into her Care any Person as a Patient, except by Order of the Board, or in Cases of emergent Accidents.

Not to receive
any Patient,
Accidents ex-
cepted.

VI.

She is to take care (with the proper Servants under her) to be ready to attend the Orders of the Surgeons, in their capital Operations, with Linen and other Utensils; and to be ready to give any other necessary Assistance the Physicians and Surgeons, or any of them, may from time to time order.

To be ready on
capital Opera-
tions.

VII.

The Matron shall take and keep an Account of all Linen delivered to each Nurse; who is to be answerable to her for the same.

Linen;

VIII. She

VIII.

Who to go on
necessary Errands.

She is to appoint some one or more proper Person or Persons, who shall go on all such necessary Errands as the Nurses may desire.

IX.

To see the Patients are in Bed,

She is to go through the Wards every Night, and see that the Patients are in Bed at Nine in the Winter, and Ten in the Summer.

X.

To acquaint Weekly Board or Visitor on Neglect or Omission.

If she knows any of the Rules of the House are transgressed, she is to inform the Visitor or Weekly Board thereof.

House-Pupils.

I.

Two House-Pupils.

TWO House-Pupils, and no more, are to be allowed the Surgeons at one and the same time.

II.

To pay for their Board,

The House-Pupils are to pay Fifteen Guineas a Year each to the Charity for their Board.

III.

To be admitted for Twelve Months,

No Person is to be admitted as a House-Pupil for a less Time than Twelve Months.

IV.

Qualifications.

Each Pupil, on his Admission, shall bring a Certificate of his Service with some Surgeon, as an Apprentice for *Three* Years, and of his good Behaviour therein, signed by his Master, the Minister of the Parish, and some neighbouring Gentleman.

V.

No Pupil is to be absent later than Ten o'Clock at Night; ^{Not to be absent without Notice or Leave,} nor lie out without Leave from the Treasurer or Weekly Board; and they are to leave a written Direction with the Master, where they may (when absent) be certainly found: And the Pupils are not to be absent from the Hospital at the same Time with the Apothecary.

VI.

The House-Pupils are to attend the Directions of the Physicians and Surgeons, when called upon, to the best of their Skill and Judgment; and they are to be subject to the established Orders of this Hospital. ^{Their Duty;}

Nurses, &c.

I.

AS a farther Encouragement for the Nurses to do their ^{Nurses who be-} Duty, from and after the Twenty-fifth Day of *December*, ^{have well to be rewarded and preferred,} One thousand Seven hundred and Fifty-nine, each Nurse shall on *Christmas Day* be annually allowed, over and above her yearly Wages, any Gratuity not exceeding Forty Shillings, provided the Weekly Board shall be of Opinion she has really deserved it; and upon any Vacancy amongst the Day-Nurses, the senior Night-Nurse shall be preferred to be a Day-Nurse, unless, for any Misbehaviour, the Board shall otherwise order. +

II.

The Nurses are to be unmarried, without the Burthen of ^{To be single,} Children, free from any Distemper, and under the Age of ^{&c.} Forty-five at their Admission. +

III.

No Nurse shall be taken upon Trial but by an Order of a ^{Appointment} Board (except by the Visitor on any sudden Emergency); nor then,

then, without proper Testimonial that such Nurse is careful, honest, sober, and of experienced Tendernefs.

IV.

To behave with
Respect and
Decency.

The Nurses, and all other Servants, are to behave with Respect to their Superiors and to all Strangers, with due Humanity and Decency to the Patients, and with good Nature and Civility to each other.

V.

To see their Pa-
tients take their
Medicines, &c.

The Nurses shall see the Patients take their Medicines as directed, and immediately report to the Apothecary when they do not; and also wash and bring down the Phials and Gallipots to the Apothecary every Day.

VI.

To return Diet
not used.

The Nurses shall, immediately after every Meal, return to the Matron such Allowances of Diet, as, by the Absence, Sickness, or Death of any Patient, may become unnecessary: And if any Nurse shall conceal or imbezzle any such Allowance, such Nurse shall be immediately suspended by the Visitors.

VII.

To take no
Money, or Gra-
tuity, on any
Pretence.

No Nurse, or other Servant, shall presume to take any Money, or other Gratuity, from any of the Patients or their Friends, either during the Time they are Patients, or afterwards, upon any Pretence whatsoever; such Nurse or Servant so offending shall be immediately discharged.

VIII.

Strong Liquors.

No Nurse, or other Servant, shall bring, or suffer to be brought, any Liquors or Provisions of any Sort, to the Patients from or by their Friends, or any other Way whatsoever: Such Nurse offending in this respect shall be immediately discharged.

IX.

Not to be ab-
sent.

No Nurse shall, upon any Pretence, be absent from her Ward: But all necessary Errands are to be done by a Person to be appointed by the Matron.

X. Upon

X.

Upon the Death of any Patient, the Nurse attending such Patient is immediately to acquaint the Master therewith, and deliver to him the Clothes, and all other Things in her Care, which were the Property of the Deceased.

Death of the Patient.

XI.

No Nurse, or other Servant, shall convey or carry out of the House, or permit or suffer to be conveyed or carried out of the House, any of the Provisions or other Things belonging to the Hospital, on pain of being immediately discharged and prosecuted.

No Provisions, &c. belonging to the Hospital to be carried out.

XII.

No Nurse, or other Servant, shall be again employed in the Service of this Hospital, after being once discharged for Misbehaviour.

After Discharge not be re-employed.

Porter.

I.

HE is to attend the Door from *Lady-Day* to *Michaelmas*, from Seven o'Clock in the Morning till One at Noon, and from half an Hour after Two till Ten at Night ; and from *Michaelmas* till *Lady-Day*, from Seven in the Morning till One at Noon, and from half an Hour past Two till Nine at Night.

To attend the Door.

II.

To deliver the Key to the Master every Night, and receive it again the next Morning ; to give him the Key every Day at One at Noon, and receive it again at Two.

To deliver the Key to the Master.

III.

To keep the Door locked, and permit none to open it but himself.

To keep the Door locked.

E

IV. To

IV.

No Visitors to
the Patients on
a Sunday.

To admit no Persons to visit the Patients on a *Sunday* till after Divine Service in the Afternoon.

V.

No Patient or
Nurse to go
out without
Leave.

To let no Patient or Nurse go out without Leave from the Master or Matron; to minute down in his Book the Time of their going out and returning; and produce his Book to the Master every Evening.

VI.

Provisions and
Liquors.

He is to take particular care that no Provision or Materials belonging to the Hospital be carried out, or any strong Liquors or improper Provisions brought in to the Patients or Servants; or any strong Beer but what is allowed for the Nurses or Washerwomen, or ordered by the Master; and shall take Account in Writing of all the Strong Beer brought into the Hospital, and for whom; and produce his Account to the Weekly Board.

VII.

Accidents.

He is to open the Door immediately to all Persons with Accidents, and acquaint the Master or Matron, and the Apothecary, immediately thereof.

VIII.

Messages.

He is to be very careful in the proper receiving and Delivery of all Messages left with him, and behave himself in a decent and respectful Manner to Strangers.

IX.

No Person to
smoke or drink
in the Passages.

He shall permit no Patient, or other Person, to loiter about the Doors, or smoke or drink about the Lobby or Passages of this Hospital; and to take care that the Lobby and Door be kept constantly clean, and free from Annoyance or Interruption.

Messenger.

Messenger.

I.

THE Messenger shall punctually attend, and keep the Door of the Board-Room, at all Boards and Committees, from the Hour of Business till the Time of Adjournment. Messenger to attend Boards and Committees.

II.

He shall faithfully and speedily deliver all Letters, all Summonses for General Boards and Committees, and be always ready to go on all such necessary Messages or Errands, as any of the Officers of the Hospital shall require. To deliver all Letters and Summonses.

III.

Every *Monday* Morning he shall wait on such of the Trustees in Rotation as have undertaken to be Visitors, and know to which of them it will be convenient to attend that Service the succeeding Week, and acquaint each Weekly Board thereof. To wait upon Visitors.

Labourer.

I.

HE shall attend the Laboratory carefully, and make no Waste of the Medicines or Drugs committed to his Care. To attend the Laboratory.

II.

He shall solely be under the Apothecary's Direction, and perform such Labour and Errands as he, in his Office, may direct. Under the Apothecary only.

Orders relating to the Patients.

I.

ALL such In-Patients as are able, shall duly and decently attend the publick Service of Prayers. To attend Prayers.

II.

Improper Case. No Person having the *Venereal Disease* shall be admitted as a Patient in this Hospital.

III.

Cases improper. No Persons *disordered* in their *Senses*, no Persons having, or being suspected to have, the *Small-Pox*, *Itch*, or other *infectious Disorder*, or who are judged to be *Consumptive*, *Asthmatic*, or in a *dying Condition*, nor any Woman *big with Child*, shall be admitted, on any Account, into this Hospital.

IV.

Irregularity. No In-Patient, after being discharged for Irregularity, or disorderly Behaviour, shall be again admitted an In-Patient or Out-Patient of this Hospital, upon any Recommendation whatsoever.

V.

Provisions or Liquors. No Patient shall convey, carry, or send out, or send for and receive into this Hospital, any kind of Provisions or Liquors, upon Pain of immediate Expulsion.

VI.

Patients to continue in their respective Wards. The Men-Patients shall not go into the Women's Wards, nor the Women into the Men's Wards, without Permission of the Master, Apothecary, or Matron.

VII.

Not to go out without Leave. No In-Patient shall presume to go out of the Hospital without Permission from the Master or Apothecary, on Pain of being immediately discharged.

VIII.

Patients aggrieved; Patients who think themselves aggrieved by the Nurses, or other Servants or Persons in the Hospital, may apply for Redress to the Visitors or Weekly Board.

IX.

Refusing to submit to Every Patient refusing to submit to the Operation, which may (upon Consultation of the Physicians and Surgeons) be judged

judged necessary, or refusing or neglecting to take their Medicines as directed, shall be discharged. Operations to be discharged.

X.

No Out-Patient shall have Advice or Medicines, but on attending punctually at the Times appointed, and returning all Phials, Gallipots, and such Medicines as they have not used. Out-Patients.

XI.

Such Patient as may hope for future Favour at this Hospital, are, upon their Discharge, to return Thanks to God for their Cure, in their Parish-Church, or the Place of Worship they frequent; and to wait upon, and return Thanks to, the Trustee or Subscriber who recommended them. To return Thanks.

A painted Table of these Rules to be fixed in each Ward for the Inspection of the Patients. Painted Table to be fixed in the Wards.

All Patients recommended, are to bring with them a printed Letter, properly filled up, and signed by some Trustee or Subscriber, in Form following; viz.

“ Gentlemen, Day of 17 Letter of Recommendation

“ I Desire you will admit
 “ I of the Parish of in the County
 “ of (whom I believe to be an Ob-
 “ ject worthy your Care) to be an Patient of
 “ the Hospital.

“ Your humble Servant,

“ To the Trustees of the Westminster-
 “ Hospital, or Public Infirmary, in
 “ James-street, Westminster.

“ N. B. Deliver this before Ten of the Clock the Wed-
 “ nesday Morning, otherwise the Patient cannot be
 “ admitted.”

Where any Person recommended to be an In-Patient shall (upon due Examination by the Physician, Surgeon, or Weekly Board) be judged improper to be received as such, a Letter, in Form following, is to be sent to the Trustee or Subscriber recommending.

“ Westminster-

Letter of Ex-
pense.

“ *Westminster-Hospital,* *Day of* 17

“ **A**CCORDING to the established Rules of the Hospital,
“ and by Order of the Board now sitting, I take
“ the Liberty to acquaint you, that
“ recommended by you for an In-Patient,
“ appears improper to be admitted as such; but will
“ be taken proper Care of as an Out-Patient.

“ *Your humble Servant,*

If there be no Room in the Hospital at the Time of Recommendation, then a Letter in Form following is to be sent to the Trustee or Subscriber recommending.

Letter on the
want of Room
in the Hospital.

“ *Westminster-Hospital,* *Day of* 17

“ **A**CCORDING to the established Rules of this Hospital,
“ and by Order of the Board now sitting, I take
“ Leave to acquaint you, that
“ recommended by you this Day as an In-Patient,
“ could not be received for want of Room; but will
“ be admitted on the First Vacancy, and in the mean
“ time have all proper Assistance as an Out-Patient.

“ *Your humble Servant,*

Orders for the Incurables.

I.

UPON a Vacancy, the Physicians and Surgeons shall represent such Patients as they may deem incurable to the Weekly Board, in order to the Choice of One of them, who may appear the *most proper Object*, to be put upon the Establishment.

II.

Each Patient to be put upon the Incurable Establishment, shall be a Patient in the Hospital at the Time such Patient shall be represented as a Candidate, and shall have been a Patient for the *Two* next preceding *Months*.

III. The

Physicians and
Surgeons to re-
present.

Qualifications.

III.

The Incurables are to be maintained out of the separate Separate Fund Profits of the said Fund so long as they shall live, unless they become able, *by Labour or otherwise*, to support themselves.

IV.

No Patient shall be admitted upon this Establishment until Incurables to Patients 21 Days at the least before their Admission after the Expiration of *Twenty-one Days* from the Time of Representation of such Patient, by the Physicians and Surgeons, to the Weekly Board.

V.

Upon the Representation, by the Physicians and Surgeons, of a proper Object or Objects to be admitted upon the Incurable Establishment, a Paper shall be fixed in some suitable Part of the Board-Room, signifying the same, to the Intent that, if Cause of Objection be discovered against the Admission of such Patient, the Election may be deferred. On Objection the Election to be deferred.

VI.

The Incurable Patients shall continue in the Ward erected Uniform Dress for their Reception, and be distinguished by an *uniform Dress*; but no Distinction whatsoever is to be made between them and the other Patients in regard to *Care or Diet*, unless where the Circumstances of their Disorders may particularly claim it.

VII.

Pursuant to the Will of a considerable Benefactress to this To be Protestants. Fund, none but *Protestants* can be admitted upon the Establishment for Incurables.

VIII.

The Incurable Patients are to be subject to the established To be subject to the general Orders, Rules for the Government of this Hospital; and it is expected that, by their more perfect Obedience thereto, they will be a Pattern to the other Patients.

IX.

Such of the Incurables as are of Ability, shall be employed Those of Ability to be employed, in such Business in the Hospital at the Master, Apothecary, or Matron, may direct.

X.

Not to go or lie
abroad without
Permission.

No incurable Patient shall go out of the Hospital without Permission from the Master, Apothecary, or Matron ; nor lie out without Permission from the Weekly Board.

XI.

Being absent
their Beds to
be used.

In case any *incurable* Patient shall be absent for the Space of One Week, or longer, such Patient's Bed shall (if needful) be used for a *curable* Patient.

XII.

Painted Table
to be fixed.

A painted Table of the *Ninth*, *Tenth*, and *Eleventh* Orders, relating to the Incurables, to be fixed in the Ward for incurable Women ; and the like in the Ward for incurable Men.

Rules *and* Directions *for the* Weekly Visitors.

I.

Visitors to be
at the Hospital
daily by Nine.

YOU are desired to be in the Kitchen every Morning at or before the Hour of *Nine*, there to examine into the *Quantity* and *Quality* of the Provision which shall be prepared for your Inspection, and to return such as may be improper or deficient ; you are to take Notice thereof upon the Vouchers, and in your Book of Reports, that the same may not be overlooked by the Auditors.

II.

Neglect of
Tradesmen.

In case any Tradesman shall neglect to send in his Provisions or Commodities in due Time, you may, at your Discretion, provide the same elsewhere.

III.

Visit at un-
certain Hours.

You are to visit the House at such *uncertain* Times as you may judge expedient, and to enquire and inspect, as you shall find necessary, into the Conduct of the Servants, and the Consumption of the Provisions, Coals, &c.

IV. To

IV.

To enquire whether *Divine Service* has been daily performed, and duly and decently attended. Divine Service.

V.

To enquire of the Nurses and Patients, severally, whether the Provisions have been daily delivered at the Times appointed, and *used* by the *Patients themselves*. Provisions.

VI.

To enquire of the Patients whether they have, in all Respects, been properly and tenderly treated by the Officers and Servants of the Hospital, and particularly by the Nurses. Care of Patients.

And,

To enquire of the Master, Apothecary, and Matron, whether the inferior Servants and Patients have behaved properly; and any Complaint of Consequence to report to the Weekly Board. Inferior Servants.

VII.

To enquire into the Behaviour and Abilities of the Patients upon the *Incurable Establishment*; and to report the same where necessary. Incurables.

VIII.

To see that the Master's Books of the Receipt and Consumption of Provisions and Necessaries sent in, do daily correspond with your Account. Provisions and Necessaries.

IX.

To enquire of the Master whether the Orders, made for the Government of the Hospital, have been duly observed; and any Breach thereof to report to the next Weekly Board. To enquire whether all Orders have been observed.

X.

You are desired to be present at the Weekly Board next following your Week of Visitation; and if, by Sickness or Business, prevented from attending the Service of Visitor, to engage the Person next upon the List to officiate in your Stead. To be present at the Weekly Board next after Visitation.



For the Information of such Persons as may be disposed to Contribute to this *Charitable Work* by their last Will and Testament, the following Form is published.

“ **A**LSO, I Give and Bequeath unto *A. B.* and *C. D.*
 “ the Sum of
 “ upon Trust, and to the Intent, that they, or One of them,
 “ do pay the same to the Treasurer or Treasurers, for the
 “ Time being, of a Society who now call themselves the
 “ Trustees of The WESTMINSTER-HOSPITAL, or PUBLIC
 “ INFIRMARY, in *James-Street, Westminster*; which said Sum
 “ of I Will and Desire may
 “ be paid out of my personal Estate, and applied towards
 “ carrying on the Charitable Designs of the said Society.”

F I N I S.